



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
WASHINGTON D C 20372-5120

IN REPLY REFER TO

BUMEDINST 5210.9
BUMED-09B2
19 Aug 91

BUMED INSTRUCTION 5210.9

From: Chief, Bureau of Medicine and Surgery

Subj: FORMS AND REPORTS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5213.10D
(b) SECNAVINST 5214.2B

Encl: (1) Forms Management
(2) Reports Management

1. Purpose

a. To publish the policies and procedures of references (a) and (b) at the Bureau of Medicine and Surgery (BUMED) and throughout the naval Medical Department.

b. To ensure that all Medical Department personnel keep forms simple, practical, and up to date; to minimize the burden imposed by reports; to expedite the flow of information through the use of technological advances; and to minimize costs in these areas.

2. Cancellation. NAVMEDCOMINST 5210.1.

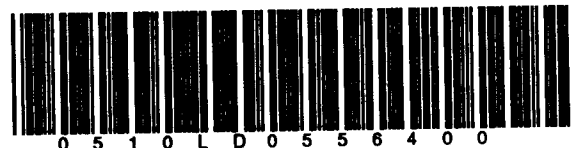
3. Responsibilities

a. BUMED

(1) The Head, General Services Branch, MED-09B2 is responsible for the administration of the Forms and Reports Management Program at naval Medical Department activities. This includes issuing a program directive, assigning responsibilities, and providing general program guidance.

(2) The Head, Regulations and Directives Branch, MED-09B3, is responsible for the administration of the BUMED Headquarters forms and reports management programs.

b. Naval Medical Department Activities. Commanding officers and officers in charge are to assign responsibilities to specific individuals to ensure accountability for the implementation and administration of forms and reports management programs. The assignment of program management responsibilities is at the



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discretion of the commanding officer or the officer in charge, recognizing the need for latitude in managing the subject program to meet the specific requirements of the activity. The following are provided as general guidance:

(1) Appoint one individual as the forms and reports management officer with total program responsibility.

(2) Delegate full authority to administer assigned program elements to responsible individuals.

(3) Review program requirements and assess compliance to ensure that requirements are being executed.

4. Action. Implement enclosures (1) and (2), which prescribe the procedures for administering forms and reports programs.

5. Forms. OPNAV 5213/19 (7-81), Request for New or Revised Form, S/N 0107-LF-052-1397 and OPNAV 5214/10 (9-81), Report Analysis Data, S/N 0107-LF-052-1451 are available from the Navy Supply System and may be requisitioned per NPFC P-2002D.


D. F. HAGEN

Distribution:

All Internal BUMED Codes

SNDL, C28G (BRDENCLINIC)
C28H (BRMEDCLINIC)
C31J (BRMEDCLINIC)
C31K (NAVMEDADMINU)
C34F (BRMEDCLINIC and NAVMEDCLINIC LONDON DET)
C34G (BRDENCLINIC)
C52 (BUMED SHORE BASED DETACHMENTS)
C58Q (BRDENCLINIC)
C58R (BRMEDCLINIC)
C85A (BRMEDCLINIC)
FA47 (NAVHOSP)
FA48 (NAVDENCEN)
FA49 (NAVMEDCLINIC)
FB58 (NAVHOSP)
FB59 (NAVDENCEN)
FB60 (NAVMEDCLINIC)
FC16 (NAVMEDCLINIC)
FC17 (NAVHOSP)
FC18 (NAVDENCEN)
FF72 (NAVMEDCLINIC)
FH (BUMED COMMAND ACTIVITIES)
FT108 (NAVHOSP)

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Distribution: (continued)

SNDL, FT109 (NAVDENCEN)
FT110 (NAVMEDCLINIC)
FW1 (NATNAVMEDCEN)
FW2 (NATNAVDENCEN)
FW3 (NAVHOSP)
FW4 (NAVMEDCLINIC)

Copy to:

SNDL, 21A (CINCS)
23A2 (COMNAVFORJAPAN, COMNAVMARIANAS only)
28C2 (COMNAVSURFGRU LONG BEACH only)
28K1 (COMSUBGRU TWO only)
42A1 (COMFAIRCARIB, COMFAIRKEFLAVIK)
42A3 (COMFAIRMED)
42B1 (COMHEWINGSLANT only)
42B2 (COMMATVAQWINGPAC, COMLATWINGPAC only)
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and SEATTLE only)
FB50 (COMUSFAC)
FC3 (COMNAVACT UK only)
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FKR3C (NAVAIRTESTCEN)
FT1 (CNET)
FT2 (CNATRA)
FT5 (CNTECHTRA)
FT28 (NETC)
FT31 (NTC GREAT LAKES, ORLANDO only)
V3 (COMCABEAST only)
V8 (CG MCRD PARRIS ISLAND only)
V12 (MCCDC QUANTICO)
V16 (CG MCB CAMP BUTLER, CAMP LEJEUNE, and CAMP PENDLETON
only)
V25 (CG MCAGCC)

Stocked:

Naval Publications and Forms Directorate
5801 Tabor Ave.
Phila., PA 19120-5099

FORMS MANAGEMENT

1. Forms Management Programs Responsibilities

a. Bureau of Medicine and Surgery

(1) The Head, General Services Branch, MED-09B2, is responsible for forms program management and administration at naval Medical Department activities. This responsibility encompasses:

(a) NAVMED forms, Department of Defense (DoD) forms, Standard Forms (SF), and Optional Forms (OF) standardized by a Federal Government agency for use by naval Medical Department activities.

(b) Maintenance of Manual of the Medical Department, (MANMED) chapter 23, section II.

(c) Printing, distribution, inventory, financial control, and development of final proofs of forms.

(2) The Head, Regulations and Directives Branch, MED-09B3, is responsible for program administration and guidance of BUMED headquarters forms management program, including:

(a) BUMED and other standardized forms for use by BUMED.

(b) Design of BUMED departmental forms.

b. Naval Medical Department Activities. The forms manager at each naval Medical Department activity is responsible for:

(1) Developing a forms management program which fulfills the requirements of this instruction and the requirements of reference (a). Use the format in MANMED chapter 23, a tabulation of all activity (local) forms.

(2) Maintaining a separate file for each activity form and filing each file in numerical order according to form number.

(3) Obtaining from the originating department full construction documentation and justification for all proposed forms, and requiring directives or other administrative issuances which prescribe the use of the form, relevant background information, and a completed OPNAV 5213/19, Request for New or Revised Form.

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(4) Assigning form numbers based on the Standard Subject Identification Code (SSIC).

(5) Maintaining a master list of all form numbers assigned, both current and canceled, showing either directive or canceling directive, cognizant code, and any related report control symbol.

(6) Conducting and documenting an annual review of all forms to evaluate continuing need, improvement or revision, and, in the event of duplication of information, elimination of a form.

2. Initiating, Revising, or Canceling Forms

a. Initiating Forms. Departments developing new forms must submit proposed forms with sufficient lead time (4-6 months for flatsheet forms and 6-8 months for specialty forms) for analysis, clearance, design, printing, and stocking action.

b. Revising or Canceling Forms. Forms sponsors desiring to revise or cancel a form must submit a written request to the cognizant forms manager via the chain of command.

c. Clearance of Proposed or Revised Forms. Before submission of a proposed or revised form, originators must determine and obtain necessary clearances from other interested departments within their command.

d. Submission of Material. Originators must submit the following material to cognizant forms managers, via their directorates, where appropriate:

(1) A completed and signed OPNAV 5213/19, Request for New or Revised Form, in duplicate.

(2) A draft of new or revised form.

(3) One copy of the proposed directive or other administrative issuance which prescribes the use of the form and all pertinent background data.

e. Action by Cognizant Forms Manager. Upon receipt of the material listed in paragraph 2d, the cognizant forms manager must analyze the proposed or revised form in conjunction with related directives, if approved:

(1) Obtain any necessary higher authority clearances.

(2) Assign a form number.

(3) Provide technical assistance in the design and construction of forms.

(4) Refer drafts of forms to publication managers for development of camera proofs.

(5) Return camera proofs to the originator for review and comment.

(6) Submit the cleared form for printing and stocking action.

f. If a form is disapproved, the cognizant forms manager returns all material to the originating code, indicating the reason for disapproval and any corrective action that might be appropriate.

3. Updating of Existing Forms. An annual review of all forms will be conducted and documented to determine continuing need, improvement, or cancellation.

4. Request for Overprints of Higher Echelon Forms. Overprinting of higher echelon forms is allowed per reference (a). Forms managers at naval Medical Department activities **are authorized to approve** overprints of higher echelon forms.

a. Overprints are permissible for stable data, provided the information is consistent with the intent of the form. Items such as names, addresses, and medications are not authorized.

b. Overprinting must be made on forms procured through the Federal Supply System. Overprinted forms locally reproduced on plain paper are not authorized.

c. Submit requests for changes to text or construction to BUMED, MED-09B2 for review and submission to General Services Administration (GSA) for approval.

5. BUMED Assistance. MED-09B2 is available for additional information or other assistance to naval Medical Department activities in managing or improving their forms management program.

REPORTS MANAGEMENT

1. Reports Management Program Responsibilities

a. Bureau of Medicine and Surgery

(1) The Head, General Services Branch, MED-09B2, is responsible for program administration and guidance of the Reports Management Program at naval Medical Department activities. This responsibility encompasses:

(a) Reports that BUMED requires from naval Medical Department activities, other military services, Federal Government agencies, and the general public.

(b) Maintenance of MANMED, chapter 23, section I.

(2) The Head, Regulations and Directives Branch, MED-09B3, is responsible for program administration and guidance of the BUMED Reports Management Program including:

(a) Internal BUMED one-time and recurring reports required by one directorate from another.

(b) Reports BUMED requires from other Navy Department activities.

(c) Reports BUMED prepares for higher authority.

b. Naval Medical Department Activities. The reports manager at each naval Medical Department activity is responsible for:

(1) Developing an activity Reports Management Program to meet the requirements prescribed by this instruction and reference (b). The Program must include a complete tabulation of all activity (local) reporting requirements and all reporting requirements of higher authority (excluding naval Medical Department reporting requirements in MANMED). Prepare the tabulation of required reports using the same format shown in MANMED, chapter 23, section I.

(2) Assigning report control symbols and maintaining a master list of all report control symbols assigned, and the symbols for current and canceled reports. Reporting requirements must be revalidated every 3 years per reference (b).

(a) Assign a report control symbol. (Only MED-09B2 is authorized to assign NAVMED (field) report control symbols).

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(b) Return requests to the originator with approval of the reporting requirement and any pertinent comments.

(3) If disapproved, or more information is needed, return the material to the originator indicating the reason for disapproval.

(4) Canceling Reports. Reports sponsors desiring to cancel a report must submit a written request to the cognizant reports manager.

2. Reporting Requirements Without Report Control Symbols. Naval Medical Department activities are not required to respond to any reporting requirement, except designated as exempt from report control, that do not have a report control symbol assigned.

3. BUMED Assistance. MED-09B2 is available for additional information or other assistance to naval Medical Department activities in managing or improving their Reports Management Program.